



OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY ::::::::::::::: CHIRANG,KAJALGAON
No. DLSA/CHR/LADCS/60/2024/875 Dated Kajalgaon the 21th June, 2024

ADVERTISEMENT
Dated 21th June, 2024

As per the approval of the Hon'ble Executive Chairman, ASLSA communicated vide letter No. ASLSA 192/2019/792 dated 04/06/2024, applications are invited from intending candidates for Contractual engagement in the following post in the Legal Aid Defence Counsel Office, Chirang at Kajalgaon as per the LADCS Modified Scheme, 2022 of NALSA.

Sl. No.	Name of the Post	No. of Post	Monthly Salary
1	Receptionist-cum-data Entry Operator	01	₹ 15,000/-

N.B. Salary as per NALSA Guideline on LADCS Office for Class-B towns (Population more than 2 lacs but below 10 lacs).

- Details of the post along with application form and general information can be downloaded from the official website of Chirang District Judiciary (**Visit <http://chirangjudiciary.gov.in>**) to access the Notice Board.

(C. Chaturvedy)
District & Sessions Judge-cum-
Chairman
District Legal Services Authority, Chirang
District Legal Services Authority
Chirang, Kajalgaon

Memo No. DLSA/CHR/LADCS/60/2024/876-880
Copy to:

Dated Kajalgaon the 21th June, 2024

1. The Member Secretary, Assam State Legal Services Authority, Guwahati.
2. The District Information & Public Relation Officer, Chirang with a request to publish the above mentioned advertisement in 02(two) local dailies.
3. The Systems Assistant, District & Sessions Judge's Office, Chirang for uploading this advertisement in the official website of Chirang District Judiciary immediately.
4. Notice Board, District & Sessions Judge's Office, Chirang
5. Office file.

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Details for the post of Receptionist-cum-data Entry Operator :

1.	Name of the Post	Receptionist-cum-data Entry Operator
2.	No. of Post	01 (one)
3.	Salary/ Honorarium	₹ 15,000/- per month
4.	Qualification	<ul style="list-style-type: none">• Educational Qualification :- Graduation from recognized University,• Minimum Six months computer proficiency certificate or diploma certificate in computer from recognised institute with proficiency in MS Office, Internet & Email etc.• Good Typing speed with proper setting of petition,• Ability to take dictation and prepare files for presentation in the Courts,• File maintenance and processing knowledge.
5.	Mode of Recruitment	The Selection procedure, date, time and venue of the examination shall be notified in due course only through our Official Website.
6.	Tenure	Initially for a period of 01 (one) year
7.	Age	Minimum : 21 years Maximum: 40 years as on date of advertisement. Age Relaxation as per Govt. Rule.
8.	Work Profile	<ul style="list-style-type: none">• Keeping updated record of legal aided cases,• Uploading the updated record/progress of the legal aided cases on NALSA portal and digital platforms as per directions,• Maintaining complete files of legal aided cases and keeping files with proper index in a systematic manner,• Typing applications, petitions, appeals etc• Doing ministerial work related to cases such as filing applications for copies of orders, judgement etc.,• Any other task assigned by the Chief Legal Aid Defense Counsel,• Any work/duty assigned by Legal Services Authority to Receptionist cum data entry operator.

General Instruction for Candidates:

- Candidate must be an Indian Citizen as per the Constitution of India.
- Candidates must have registered their names in the Employment Exchange.
- The applicant need to submit online application form and must have uploaded all relevant documents regarding educational qualification, Experience certificate (wherever applicable), Caste, Age proof, Employment Exchange Registration Card, NOC from employer (wherever applicable) etc along with passport size photograph and signature.
- If any candidate is found to have suppressed his educational qualifications or to have given wrong information, at the time of applying for job or later on, his/her candidature shall stand rejected without any information to him with immediate effect and shall also be liable to Criminal Prosecution as per law.
- Application submitted without proper supporting documents or incomplete will be summarily rejected.
- The list of eligible candidates/ rejected candidates along with specific dates of viva voce, (as and where applicable) shall be uploaded in the Official website of Chirang District Judiciary (Visit <http://chirangjudiciary.gov.in>) and in the Notice Board of District & Sessions Judge Office in due course. No separate call letters will be issued. Applicants are requested to refer to the official website.
- No TA/DA will be admissible to the candidates for attending the Interview Process.
- The District & Sessions Judge-cum-Chairman, DLSA, Chirang reserves the right to alter/modify or change any terms or Conditions including selection criteria etc. mentioned in the advertisement and in such an eventuality due notice thereof will be published at the discretion of the undersigned.


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INSTRUCTION TO FILL UP ONLINE APPLICATION

Important Dates

SI No	Description	Date
1	Submission of Online Application	22/06/2024
2	Last date of submission Online Application	07/07/2024

- Visit <http://chirangjudiciary.gov.in> to access the Notice Board.
- Click on Recruitments.
- Click on the link for online Application for the post.
- It will redirect to the Google form for the Application.
- Fill up the online form carefully with individual email IDs.
- Upload all educational documents, Cast Certificate, Employment Exchange Card, Experience Certificates (if any), NOC (for Government Employees) in PDF format with candidate name as file name.
- Upload recent passport size (3.5X4.5 cm) photographs in .JPEG format with candidate name as file name (e.g. if name of the candidate is Anup Das then file name should be Photo_Anup_Das jpeg).
- Upload Signature in JPEG format with candidate name as file name. (e.g. if name of the candidate is Anup Das then file name should be Sign_Anup_Das jpeg).
- Click on submit button to complete the application process.
- Candidates may check their response in their respective mail ids.

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